

CITY OF DYER, ARKANSAS

ORDINANCE NO. 05-20-2008-6

AN ORDINANCE TO DEFINE THE JOB DESCRIPTION AND DUTIES OF THE CHIEF OF POLICE AND FOR OTHER RELATED PURPOSES.

WHEREAS, the Dyer City *Employment Policies and Procedures* otherwise known as the Employee Handbook does not contain a job description for the Dyer Chief of Police this ordinance is designed to supplement the employee handbook.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF DYER, ARKANSAS, AS FOLLOWS:

SECTION 1: The primary duties of the Dyer Chief of Police are to the citizens of Dyer.

SECTION 2: The Dyer Chief of Police is to patrol solely inside the city limits of Dyer except as described below:

- a. When it is necessary to leave the city limits on official business he must notify the county dispatcher for his reasons for leaving so it can be logged, and the Chief of Police must fill out and turn in a report stating his reasons for leaving city limits.
- b. When the Dyer Chief of Police becomes involved in a pursuit he will immediately at the end of the pursuit fill out a complete incident report and attach it to his regular report. The incident report will give complete details. See OPERATION OF POLICE UNIT for more information concerning pursuit situations.

SECTION 3: The Dyer Chief of Police will be required to actively patrol 32 hours per week and the hours will be at his discretion and the hours will be listed on his daily report. He will also be on 24 hour call 7 days per week, holidays included.

- a. Whenever called out on a holiday a complete incident report will be made and his salary will be prorated and he will receive compensation. Holidays for compensation are to be New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Presidents' Day, and Christmas.

SECTION 4: Any time the Chief of Police must leave his patrol unit while on active call or traffic stop he must notify the county dispatcher so his whereabouts will be known in case of emergency.

SECTION 5: All bonds will be turned in at the end of shift or the next business day if the bonds are received after the City offices have closed.

- a. The city clerk will keep a master receipt book of all bonds turned in.


SECTION 6: All tickets will be turned in at the end of shift or the next days' business if ticket is written after the city offices have closed.

SECTION 7: The Dyer Chief of Police will at all times be courteous and understanding to all citizens and at no time will use abusive language regardless of the attitude of the other person. He will conduct himself in a professional manner at all times.

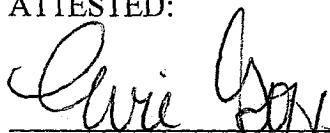
SECTION 8: This ordinance is deemed important for the immediate protection and preservation of the public peace, health, safety, and welfare of the citizens of Dyer, Arkansas, because the existing ordinances referring to a city marshal or marshal's office may cause undue confusion and concern with the citizens of Dyer when dealing with the currently named police department and chief of police. Therefore, an emergency is hereby declared and this ordinance shall take effect and be in full force after its passage, approval, and publication.

PASSED AND APPROVED THIS 20th DAY OF May, 2008.

APPROVED:


MAYOR

ATTESTED:


RECORDER/TREASURER